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## MANTECH INTERNATIONAL CORPORATION

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9 September 1983

Mr. William J. Casey,  
Director of Central Intelligence  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Casey,

This letter is prompted by the recent concern in the government about the cost of managing the personnel function in Federal agencies. As you know these costs have come under scrutiny by the Grace Committee, the Office of Management and Budget and others. OMB has recently asked certain Federal agencies to undertake activities leading to a reduction in the cost of their personnel/payroll function by the end of FY 1984. This targeted reduction is based to a large extent on the conviction that significant savings can be achieved in the cost of administering the personnel function through the application of automated systems particularly in certain labor intensive tasks now carried on by the personnel and payroll offices.

For affected agencies it will be a major challenge to meet this expectation while maintaining adequate standards of service in the personnel management area. We believe other Federal agencies will also wish to achieve savings in personnel system operating costs. We are writing to you at this time because we believe ManTech International Corporation has a unique capability to bring together skilled and experienced consultant and operational assistance resources to help your agency reduce the costs involved.

The information in this communication will be of interest to you:

- o if you are concerned that the cost of running your agency's personnel/payroll function is too high;
- o if you feel the ratio of personnel jobs to program staff in your agency is excessive;
- o if your agency commitment to adopt automated systems is being threatened by serious problems and complaints about the products of the system;
- o if you are concerned that advanced and expensive ADP equipment will not be fully and effectively utilized in your agency's personnel system.

ManTech is an independently-owned firm of over 1000 employees which has furnished management, engineering, automatic data processing and software systems support to government agencies since 1968.

We have extensive experience in organization analysis, systems analysis and systems procedures administration. ManTech has also been actively engaged in projects involving position classification, position management analysis, personnel staffing, development of recruiting/crediting plans including construction of selection, promotion and performance criteria, manpower management and financial systems design and analysis.

We can offer you two critical features which will be the key to success for any agency in revamping and modernizing its personnel system in the computer age. The first is the ADP expertise necessary to analyze requirements and provide the detailed design/analysis necessary to produce application software for personnel/payroll functions. The second is the personnel management expertise which will be needed to assure a smooth transition from present manual methods to more advanced technologies.

In addition to top quality work in the most sophisticated aspects of management technology, we provide operational technical assistance in all areas of personnel management from preparing or revising position descriptions to developing performance elements and standards. This means that as your personnel staff shifts over from large numbers of jobs doing manual processing to smaller numbers of persons in "high tech" occupations, ManTech can support you with readily available help when operational crises arise.

Attached are: (1) five possible study scopes which are illustrative of assistance we can offer, and (2) a description of our corporate capabilities.

We would be pleased to meet with you, at your convenience, to discuss how we can be of service to your agency in this very important effort.

We would sincerely appreciate it if you would let us have your reaction-positive or negative-to this proposal via the enclosed postage paid, self-addressed card.

I can be reached in our Alexandria, Virginia Office at  I look forward to hearing from and meeting with you in the near future.

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Sincerely

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